

National Board MINUTES

**National Board Meeting Minutes
12-14 August 1999**

Denver CO

12-14 August 1999

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OPEN SESSION

Consent Agenda Items

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ATTEST:

OFFICIAL:

DAVID N. SIMMONS
Colonel, CAP
National Legal Officer

JAMES C. BOBICK
Brigadier General, CAP
National Commander

CIVIL AIR PATROL
NATIONAL BOARD MEETING MINUTES
12-14 August 1999
Denver CO

OPEN SESSION

CALL TO ORDER Brig Gen James C. Bobick, CAP
INVOCATION Ch, Col, James E. Moore, CAP
PLEDGE OF ALLEGIANCE Col Richard L. Bowling, CAP
ROLL CALL Col Paul J. Albano, Sr., CAP

NATIONAL COMMANDER REMARKS Brig Gen James C. Bobick, CAP
SENIOR AIR FORCE ADVISOR REMARKS Col Dennis Parkhurst, USAF
EXECUTIVE DIRECTOR REMARKS Col Paul J. Albano, Sr., CAP

NATIONAL BOARD

The National Board is the governing body of the Civil Air Patrol and is comprised of the National Commander, Senior Air Force Advisor (also Commander, CAP-USAF), National Vice Commander, National Chief of Staff, National Finance Officer, National Legal Officer, National Controller, the 8 region commanders, and 52 wing commanders.

NATIONAL OFFICERS

| | |
|--------------------------------|------------------------|
| *Brig Gen James C. Bobick, CAP | National Commander |
| *Col Dennis Parkhurst, USAF | Senior AF Advisor |
| *Col Richard L. Bowling, CAP | Nat'l Vice Cmdr |
| *Col Joseph D. McMillan, CAP | Nat'l Chief of Staff |
| *Col Larry D. Kauffman, CAP | Nat'l Finance Officer |
| *Col David N. Simmons, CAP | National Legal Officer |
| *Col Andrew E. Skiba, CAP | National Controller |

NORTHEAST REGION

| | |
|----------------------------------|------------------|
| *Col Joseph A. Guimond, Jr., CAP | Region Commander |
| Col Frederick G. Herbert, CAP | Connecticut |
| Col James F. Linker, CAP | Maine |
| Col Eric V. Schollmann, CAP | Massachusetts |
| Col Kenneth J. Herman, CAP | New Hampshire |
| Col Joseph F. Convery, CAP | New Jersey |
| Col Joy S. Nelson, CAP | New York |
| Col Jean-Pierre J. Habets, CAP | Pennsylvania |
| Col Jean C. Desmarais, CAP | Rhode Island |
| Col William E. McManis, CAP | Vermont |

MIDDLE EAST REGION

| | |
|----------------------------------|------------------|
| *Col Gene D. Hartman, CAP | Region Commander |
| Col Robert L. Vawter, CAP | Delaware |
| Col Ralph A. Vogt, CAP | Maryland |
| Col Roland L. Butler, CAP | National Capital |
| Col Alvah W. Sulloway, Jr., CAP | North Carolina |
| Col Hartsell O. Rogers, Jr., CAP | South Carolina |
| Col H. Click Smith, Sr., CAP | Virginia |
| Col Bobby R. Anderson, CAP | West Virginia |

GREAT LAKES REGION

| | |
|-------------------------------|------------------|
| *Col, William S. Charles, CAP | Region Commander |
| Col Joseph S. King, Jr., CAP | Illinois |
| Col Glenn A. Kavich, CAP | Indiana |
| Col John F. Price, CAP | Kentucky |
| Col Amy S. Courter, CAP | Michigan |
| Col Robert M. Sponseller, CAP | Ohio |
| Col Larry S. Nack, CAP | Wisconsin |

SOUTHEAST REGION

| | |
|------------------------------------|------------------|
| *Col Joseph C. Meighan, Jr., CAP | Region Commander |
| Col Joseph H. Owens, Jr., CAP | Alabama |
| Col Antonio J. Pineda, CAP | Florida |
| Col Christopher Franklin, Jr., CAP | Georgia |
| Col Donald B. Angel, CAP | Mississippi |
| Col Gerald P. Irons, CAP | Puerto Rico |
| Col Joe C. Meighan III, CAP | Tennessee |

ROCKY MOUNTAIN REGION

| | |
|----------------------------|------------------|
| *Col Gary H. Tobey, CAP | Region Commander |
| Col William F. Hines, CAP | Colorado |
| Col David L. Floyd, CAP | Idaho |
| Col Jerry W. Hover, CAP | Montana |
| Col Terry H. Robinson, CAP | Utah |
| Col John N. Scorsine, CAP | Wyoming |

NORTH CENTRAL REGION

| | |
|-----------------------------|------------------|
| *Col Shelia J. Waldorf, CAP | Region Commander |
| Col John F. Lalla, CAP | Iowa |
| Col Timothy A. Hansen, CAP | Kansas |
| Col Kevin F. Sliwinski, CAP | Minnesota |
| Col Jeanette K. Lawson, CAP | Missouri |
| Col Bruce L. Marxsen, CAP | Nebraska |
| Col Thomas D. Weston, CAP | North Dakota |
| Col George L. Colombe, CAP | South Dakota |

PACIFIC REGION

| | |
|-------------------------------|------------------|
| *Col Michael L. Pannone, CAP | Region Commander |
| Col Stephen A. Franklin, CAP | Alaska |
| Col Bryon L. Brammer, CAP | California |
| Col Daniel D. Bowen, CAP | Hawaii |
| Col Carl W. Carothers, CAP | Nevada |
| Col Virginia A. Thompson, CAP | Oregon |
| Col Dale E. Newell, CAP | Washington |

SOUTHWEST REGION

| | |
|-----------------------------|------------------|
| *Col Colin F. Fake, CAP | Region Commander |
| Col Richard L. McGlade, CAP | Arizona |
| Col Coleman C. Roth, CAP | Arkansas |
| Col Mary D. Berkowitz, CAP | Louisiana |
| Col Dennis Manzanarez, CAP | New Mexico |
| Col Virginia P. Keller, CAP | Oklahoma |
| Col Selma R. Farley, CAP | Texas |

*National Executive Committee 15 Members

OTHER CORPORATE OFFICIALS

| | |
|------------------------------|--|
| Col Paul J. Albano, Sr., CAP | Executive Director |
| Col Robert L. Brooks, CAP | Assistant Executive Director |
| Col Scott Hamilton, CAP | General Counsel |
| Mr. Paul J. Capicik | Director, Mission Support |
| Mr. Don R. Rowland | Director, Plans & Requirements |
| Mr. James L. Mallett | Director, Aerospace Education & Training |
| Mr. William R. Bean | Director, Cadet Programs |
| Col H. D. Brown, CAP | Director, Personnel |
| Mr. Thomas E. Hicks | Director, Financial Management |
| Ms. Mary Nell Crowe | Director, Marketing & Public Relations |
| Mr. Glen Atwell | Director, Operations |

AGENDA ITEM 1

XP-10-0899

Action

**SUBJECT: Consent Agenda
CAP/CC – Brig Gen Bobick**

INFORMATION BACKGROUND:

Any agenda item may be put on a consent agenda. This allows items to be considered without debate or amendment. If there are any objections to considering any of these items, they can be individually removed from the consent agenda and placed on the regular agenda at the request of any National Board member. The following attached items comprise the consent agenda:

A. Revision of 123-2.

PROPOSED NATIONAL BOARD ACTION:

Approve the consent agenda items without debate or amendments.

ESTIMATED FUNDING IMPACT:

See attached items.

HQ STAFF COMMENTS:

See attached items.

REGULATIONS AND FORMS AFFECTED:

See attached items.

NATIONAL BOARD ACTION:

COL WILLIAM S. CHARLES/GLR moved to remove item from the floor, and table to old business.

MOTION CARRIED.

CONSENT Agenda Item A

GC-06-0899

Action

**SUBJECT: Revision of CAPR 123-2
GC/Col J Scott Hamilton; IG/Lt Col Jim Farris**

INFORMATION BACKGROUND:

A May 96 NEC agenda item 9 proposed adding termination of membership for providing false statements during an IG investigation and writing a "How to Book" for Investigative Officers. May 98 NB agenda item 20-2 proposed giving equal rights to complaint respondents. In Sep 98, the AF funded a writers team to complete a new CAPR 123-2. The DRAFT 123-2 includes both 1996 and 1998 agenda items minus the "How to Book" (paragraphs 5.f./6.d. and 1.r./6.b. respectively). The document was completely coordinated through HQ CAP and CAP-USAF. The National Legal Officer, the past National Legal Officer, and the GLR/CV/IG reviewed the document. HQ CAP/GC and HQ CAP-USAF/IG received no written changes to the DRAFT provided 24 Dec 98. A draft revision of CAPR 123-2 to incorporate input from the National Board is complete and faxed to the National Board 15 April. The National Board wing commanders has provided input and comments on the new draft to their region commander. Further revision of CAPR 123-2 by HQ CAP and CAP-USAF is complete.

PROPOSED NATIONAL BOARD ACTION:

That the National Executive Committee approve the attached CAP regulation 123-2 as written for a 1 July 1999 implementation.

ESTIMATED FUNDING IMPACT:

Paragraph 6.i. states, "The respective CAP command level shall pay the costs incurred during investigations. The Inspector General or assigned investigative officer will not be expected to personally pay for expenses related to any investigation." Units will need to budget for IG investigations.

HQ STAFF COMMENTS:

Adoption is considered a key to improving accountability at all levels of the organization.

REGULATIONS AND FORMS AFFECTED:

CAP Regulation 123-2, *Complaints*, CAP Regulation 173-2, *Financial Procedures for CAP Region and Wings*, CAP Regulation 35-1, *Assignment and Duty Status*, CAP Regulation 35-3, *Membership Termination*, CAP Manual 39-2, *Civil Air Patrol Membership*.

NATIONAL BOARD ACTION:

Item removed from the table during old business.

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COL WILLIAM S. CHARLES/GLR moved, COL RICHARD BOWLING/CV seconded the motion that the National Board approve the regulation as written.

MOTION CARRIED.

AGENDA ITEM 2

XP-11-0899

Action

**SUBJECT: CAP National Vice Commander Election
CAP/CC-Brig Gen Bobick**

INFORMATION BACKGROUND:

Per the Civil Air Patrol *Constitution and Bylaws*, Article XII, the National Vice Commander is elected annually.

PROPOSED NATIONAL BOARD ACTION:

The National Board conduct an election for the office of National Vice Commander.

ESTIMATED FUNDING IMPACT:

None.

HQ STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION:

COL SIMMONS/NLO placed in nomination two candidates: Col Angelo Porco and Col Richard Bowling.

Col Simmons briefed election procedures. There being no questions, this item was closed and the National Commander called for the vote.

Results of the election:

58 in favor of Col Bowling

7 in favor of Col Porco

2 abstentions

Abstention 1 from Col Parkhurst due to conflict of interest.

Abstention 2 from Col Joe King, non-vote as a result of absenteeism.

Gen Bobick presented Col Bowling as the next CAP National Vice Commander for the term of one year.

AGENDA ITEM 3

XP-12-0899

Action

**SUBJECT: Committee Membership Confirmation
CAP/CC Brig Gen Bobick**

INFORMATION BACKGROUND:

The National Board adopted a committee structure at the 1999 Winter meeting. The following oversight committees were adopted: (1) Strategic, Tactical, Evaluation, and Planning (STEP), (2) Education and Training, (3) Operations, (4) Development, and (5) Governance. Part of the approved structure was that the National Board give confirmation to the committee chairs and membership.

PROPOSED NATIONAL BOARD ACTION:

That the National Board confirm the committee chairs and membership as outlined.

ESTIMATED FUNDING IMPACT:

As outlined in the proposed FY00 Budget.

HQ STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

CAPF 35-1, *Listing of CAP National Committees, Boards and Councils*.

NATIONAL BOARD ACTION:

COL McMILLAN/CS, presented the proposed chairman of the newly established National Committees. (See attachment 1)

COL CHARLES/GLR CC stated for clarification, that the vote of the National Board does not approve the members of the committee, but just confirms the Chairs.

COL WILLIAM CHARLES/GLR moved, COL DENNIS MANZANARES/NM seconded the motion that the National Board confirm the committee chairs.

MOTION CARRIED.

AGENDA ITEM 4

DO-06-0899

Action

**SUBJECT: CAPR 60-1 FRO Updated List
TX Wg CC/Col Ray Farley**

INFORMATION BACKGROUND:

Currently under CAPR 60-1, 5-6,a. (5) Provide an updated list of designated FROs to the appropriate CAP-USAF or CAP liaison office (region or wing) quarterly.

PROPOSED NATIONAL BOARD ACTION:

It is recommended that the current CAPR 60-1, *CAP Flight Management*, change to read:

- (5) Provide an updated list of designated FROs to the appropriate CAP-USAF or CAP liaison office (region or wing) semi-annually.

This will allow the wings or regions to cut down on the amount of paper work and workload required with the current regulation.

ESTIMATED FUNDING IMPACT:

The cost is associated with changes to the existing regulation.

HQ STAFF COMMENTS:

National Headquarters does not feel that the quarterly requirement is excessive, especially in the light of increased scrutiny on CAP and it's operations. CAP-USAF also disagrees with the request to reduce the number of reports and feels that requiring less reporting will degrade the efforts to keep our records current and updated.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-1, *CAP Flight Management*.

NATIONAL BOARD ACTION:

COL JOSEPH GUIMOND/NER moved, COL MICHAEL PANNONE/PACR seconded the motion that this item be tabled and presented to the Operations committee for review, with a total look at FROs.

MOTION CARRIED.

AGENDA ITEM 5

GC-07-0899

Action

SUBJECT: National Inspector General College

NAT IG/Col Nicholas Knutz, GC/Col J Scott Hamilton, CAP-USAF/IG Lt Col Jim Farris

INFORMATION BACKGROUND:

CAP National Legal Officers College (NLOC) has proven to be a successful senior training program, raising the overall level of professionalism and cooperation within the CAP Legal Officer community. NLOC benefits the organization nationwide and at all levels through nationally standardized training and opportunities for teamwork. It is believed that the level of professionalism of CAP's Inspectors General and appointed Investigating Officers would be raised through implementation of a similar program.

PROPOSED NATIONAL BOARD ACTION:

It is recommended that the National Board approve the creation of a CAP National Inspector General College. This course will be offered biennially in even-numbered years. The course will be patterned after the Air Force Investigating Officer Training Course (IOTC) and Basic Installation Inspector General Training Course (BIIGTC). The course will be similar in duration and identical in level of funding to the NLOC.

ESTIMATED FUNDING IMPACT:

\$4,500 every other year, commencing with FY00.

HQ STAFF COMMENTS:

This course is not currently in the proposed FY00 budget. If approved, adjustments to the proposed budget will have to be made. This is a timely new program to address standardization and training needs of CAP's Inspectors General and assigned Investigating Officers. It should aid in achieving greater uniformity and professionalism in the performance of internal investigations and inspections in a manner consistent with the basic CAP philosophy of achieving accountability at all levels through "volunteers policing volunteers."

REGULATIONS AND FORMS AFFECTED:

CAP Regulation 50-17, *CAP Senior Member Training Program*, Chapter 6—Level IV, Command & Staff.

NATIONAL BOARD ACTION:

COL RICHARD BOWLING/CV moved, COL JEAN DESMARAIS/RI seconded the motion that the National Board approve the recommendation as stated above.

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Upon discussion, COL JOSEPH GUIMOND/NER offered an amendment to increase the funding impact amount, not to exceed \$20,000 for the first year and \$4,500 for each of following years that the course is offered.

COL RICHARD BOWLING/CV and COL JEAN DESMARAIS/RI accepted the amendment as presented.

MOTION CARRIED.

AGENDA ITEM 6

GC-08-0899

Action

**SUBJECT: Revision of CAPR 112-10
GC/Col J Scott Hamilton**

INFORMATION BACKGROUND:

Currently, CAP Regulation 112-10 provides indemnification for claims arising out of a CAP member's service as a member of the National Board, unit legal officer, Executive Director or Corporate Legal Counsel (General Counsel). In recent years, other corporate Directors have been named as defendants in litigation arising out of their employment. Inspector General and assigned Investigating Officers have been threatened with litigation as a result of their investigative activities on behalf of the corporation.

PROPOSED NATIONAL BOARD ACTION:

It is recommended that CAP Regulation 112-10 be revised to include all persons employed at the Director level and all members serving as an Inspector General or assigned Investigating Officer among those indemnified, such indemnification to be to the same extent, upon the same terms and conditions, and under the same procedures as presently apply to others indemnified under that regulation.

ESTIMATED FUNDING IMPACT:

For Directors, none, as they are presently covered by corporation's Directors & Officers Liability insurance. For Inspectors General and Investigators, unknown. GC is presently exploring with insurers possibilities and costs of extending coverage to these individuals.

REGULATIONS AND FORMS AFFECTED:

CAP Regulation 112-10, *Indemnification*.

NATIONAL BOARD ACTION:

COL WILLIAM MCMANIS/VT moved, COL LARRY KAUFFMAN/NFO seconded the motion that the National Board approve the proposed action as stated above.

COL JOSEPH GUIMOND/NER moved, COL MICHAEL PANNONE/PACR seconded the motion to table this item and continue in Executive Session.

MOTION TO TABLE TO EXECUTIVE SESSION CARRIED.

In open session on Friday, 13 August 1999, Col Hamilton/HQ CAP/GC briefed the item.

COL DAVID SIMMONS/NLO moved COL KEVIN SLIWINSKI/MN seconded the motion to remove indemnification proposal from the table and that the National Board approve the proposed action as outlined in the agenda item.

MOTION CARRIED.

AGENDA ITEM 7

IG-01-0899

Action

**SUBJECT: CAPR 60-2, No-Notice Inspection
ID Wg CC/Col David Floyd**

INFORMATION BACKGROUND:

I recommend that this be changed to a “short-notice inspection” and that each CAP unit with a flying program be inspected at least once every three years. Operation of this regulation, as written in 1997, has proven to be unrealistic and burdensome. To inspect a unit with a flying program with no advance notice usually means that a substantial portion of the required records will not be available at the meeting site, the aircraft is at a different location, and many of the inspection subjects will be missed or poorly evaluated.

In an examination of the armed services, we find no service which has a similar inspection program—not the Air Force, Army, nor Navy. They do have inspection programs designed to attain the same objectives, but based on a smaller sample of units, spread over a longer time period or no stated period. The units to be inspected, their personnel, aircraft, equipment and records are usually based in a compact location, more susceptible to efficient inspection. By contrast, CAP units are more often dispersed in all the above aspects.

This calls for a reasonable fine tuning of the regulation to conform compliance with reality and enhance the stated purpose of improving both safety and regulatory compliance.

PROPOSED NATIONAL BOARD ACTION:

In CAPR 60-2, wherever they appear, change “no-notice” to “short-notice” and define the notice as a 48-hour notice. Change the frequency to every 36-month period.

ESTIMATED FUNDING IMPACT:

Cost of revising and printing two-page regulation and two-sided form. Otherwise, none that is verifiable but should reduce wing cost of compliance by two-thirds.

HQ STAFF COMMENTS:

CAP-USAF comments: No objection to changing the name from no-notice too short-notice. However, the frequency issue is a concern. This is already a weak area for CAP units. Suggest the frequency issue be addressed by the Operations Committee.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-2, *Safety and Regulatory Compliance – No-Notice Inspection.*

NATIONAL BOARD ACTION:

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COL BILL HINES/CO moved, COL DAVID FLOYD/ID seconded the motion that the National Board approve this proposal as stated above.

COL WILLIAM CHARLES/GLR moved, COL LARRY KAUFFMAN/NFO seconded that this item be tabled and referred to the National Operations Committee for further review.

MOTION TO TABLE TO OPERATIONS COMMITTEE CARRIED.

AGENDA ITEM 8

DP/CP-12-0899

Action

**SUBJECT: NCC Cord Proposal, Revised
GLR CC/Col Bill Charles**

INFORMATION BACKGROUND:

Brigadier General Bobick announced that “color guards and drill teams are to be equal in all respects.” However, that has not yet happened. Color guard participants are authorized wear of a shoulder cord that shows their participation on a competing team. Drill team members are not permitted to do the same.

We feel that the shoulder cord, in addition to making the two teams equal, would be an opportunity for cadets on the drill teams to be recognized for the hard work and dedication that they have put forth.

PROPOSED NATIONAL BOARD ACTION:

We propose that the National Board authorize a shoulder cord to be worn by members of the National cadet competition teams. This will allow members of each region cadet competition team to wear the same cord from the time they win their respective region cadet competition until the next year’s competition.

HQ CAP/CP may choose the specific color(s) of the cord. However, some suggestions are a combination of the colors of the NCC ribbon, or silver.

ESTIMATED FUNDING IMPACT:

The source of initial funding for the cords should be the same as that used for the color guards.

HQ STAFF COMMENTS:

The only comment HQ has is that the color of the cords and qualification for wearing need to be standardized.

REGULATIONS AND FORMS AFFECTED:

NATIONAL BOARD ACTION:

COL WILLIAM CHARLES/GLR moved, COL LARRY KAUFFMAN/NFO seconded the motion that the National Board accept the above proposal with the change that HQ CAP/CP chose the specific color of the cords.

MOTION CARRIED.

AGENDA ITEM 9

HC-01-0899

Action

**SUBJECT: Critical Incident Stress Management
HC/Chap Col Kenneth Colton; DOS/Pete Kalisky**

INFORMATION BACKGROUND:

Several Regions have trained people in Critical Incident Stress Debriefing (CISD). NCR, RMR, SWR, MER, and SER, for example, have used the Chaplain Service Staff College as an opportunity to complete the training. Together these regions have trained over 125 chaplains and other CAP personnel. Some wings are also involved in programs that deal with similar issues. The Alaska Wing has trained people to serve on trauma teams. These teams function much like a CISM team and chaplains, once again, play a pivotal role. Michigan, Kansas, and other wings have provided seminars to discuss CISM.

The Chaplain Service Advisory Council unanimously approved this concept at their August 1998 meeting during National Board. They also recommended that CAP develop a national policy on Critical Incident Stress Management. Col James Erickson, Chief of CAP's National Health Program, also encourages mental health and other medical personnel to be trained in CISM.

2. What is CISM? CISM may be defined as a group discussion about a traumatic event, or series of traumatic events. CISM is solidly based in crisis intervention theory and educational intervention theory. The process is designed to mitigate the psychological impact of a traumatic event, e.g., plane crash, natural disaster, serious incident or accident. It serves as an early identification mechanism for individuals who will require professional mental health follow-up subsequent to a traumatic event. Critical incident stress affects up to 87% of all emergency service personnel exposed to a critical incident. No one in emergency services is immune to critical incident stress, regardless of past experiences or years of service.

3. An Air Force Interest Item. Air Force Instruction 44-153, dated 1 July 1997, outlined a Critical Incident Stress Management model that the Air Force has placed into effect. Compliance with the model is mandatory for all Air Force bases. The model requires a CISD team at all active duty Air Force installations. It also defines the composition and role of these teams in providing pre-exposure preparation training, defusing and concerns for Critical Incident Stress Management.

4. Need for a CAP Standard. For consistency within CAP, there needs to be a training standard that is recognized as a basic level of competency for CISM. The International Critical Incident Stress Foundation, Inc., in Ellicott City, Maryland, has set an internationally accepted CISM training standard of 16 hours, which is required to complete their basic course. This is the basic standard used by the Air Force and the model that has been used by the CAP Chaplain Service in its regional training. Moreover, the Air Force Rescue Coordination Center encourages CISM training.

PROPOSED NATIONAL BOARD ACTION:

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- a. The Civil Air Patrol adopt the nationally recognized standard of 16 hours as the basic certified level for critical incident stress training.
- b. The Civil Air Patrol encourages its personnel to be trained in CISM. This training would be for emergency service personnel, chaplains, and others who would be willing to serve on a CISM team.
- c. The Director of Operations will develop a model for implementing CISM in each region and report to the Fall 1999 National Executive Committee. Teams members can be health professionals, chaplains, and other qualified senior members.

ESTIMATED FUNDING IMPACT:

To be determined and presented when final program is developed.

REGULATIONS AND FORMS AFFECTED:

NATIONAL BOARD ACTION:

COL WILLIAM CHARLES/GLR moved, COL LARRY KAUFFMAN/NFO seconded the motion that the National Board adopt the agenda item as presented.

COL JEAN DESMARAIS/RI offered an amendment to encourage all local units to take advantage of the CISM program.

MOTION CARRIED WITH AMENDMENT.

AGENDA ITEM 10

DP-13-0899

Action

**SUBJECT: Report on CAP Membership in the 21st Century
NLO/Col Simmons**

INFORMATION BACKGROUND:

An independent committee of 10 Civil Air Patrol senior members in good standing has prepared this report. The report consists of four main chapters, as follows:

(1) Membership Rights, Responsibilities, and Representation. This chapter examines the role of Civil Air Patrol members as major stakeholders in the future of the organization, especially in light of recent changes in CAP's organizational structure, and CAP's relationship with the USAF and society in general. This chapter also compares levels of membership representation and oversight of the governing bodies of Civil Air Patrol with those of similar organizations. Emphasis on the need for more member representation in policy formulation and leadership selection is stressed, in order to increase retention and improve overall satisfaction among the membership. Several alternatives for providing more membership representation without impairing the current command structure are identified and analyzed. A Code of Conduct is also proposed, in order to educate and provide a better understanding of each member's rights and responsibilities as a member of Civil Air Patrol.

(2) Discipline and Due Process. This chapter discusses Civil Air Patrol's disciplinary and due process system, identifies potential for abuse, and evaluates various alternatives to ensure fairness in the administration of discipline, and/or termination of membership.

(3) Senior Member Professional Development. This chapter discusses the current Senior Member Training Program, and proposes changes, with emphasis on both leadership and technical development. The need for command preparation training is stressed. Recommendations are also made for changes to the current "Training Track" system.

(4) Customer and Operational Mission Development. This chapter evaluates changes in CAP's mission activities in past years, and identifies threats to mission readiness. Trends in technology are reviewed, as they affect both current and future mission capabilities, with the intent of preserving our existing customer base, and attracting additional customers. Threats to current mission capabilities are assessed, and potential new capabilities are identified. Finally, organizational changes are recommended to improve responsiveness to customer needs, and provide support for new missions and customers identified from the field. Emphasis is placed on balancing mission commitments, retaining a trained and proficient mission-capable force, and diversifying our customer base.

PROPOSED NATIONAL BOARD ACTION:

The National Board should review the report, and refer the recommendations to the appropriate committees for action, with a "Sense of the Board" on each item referred.

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ESTIMATED FUNDING IMPACT:

None. Implementation of recommendations following committee action could have a potential funding impact.

HQ STAFF COMMENTS:

CAP HQ has not had a chance to review this item.

REGULATIONS AND FORMS AFFECTED:

None. Implementation of recommendations following committee action could affect a number of regulations.

NATIONAL BOARD ACTION:

COL DAVID SIMMONS/NLO moved, COL BILL HINES/CO seconded the motion that the National Board refer this item to the appropriate committees.

MOTION CARRIED.

AGENDA ITEM 11

GC-09-0899

Action

**SUBJECT: Addition to CAP Constitution & Bylaws
GLR CC/Col Bill Charles**

INFORMATION BACKGROUND:

In today's world, communications are increasing in speed. The CAP National Board needs the ability to use technology to increase the speed in which we act. We can no longer wait months for the next meeting to respond to issues or to act on vital needs.

PROPOSED NATIONAL BOARD ACTION:

The National Board approves the proposed Bylaw amendment. This change would give the Civil Air Patrol National Board a mechanism to take action on an expedited basis.

ESTIMATED FUNDING IMPACT:

HQ STAFF COMMENTS:

National Headquarters suggestion is that any proposal requiring National Board approval be sent to CAP EX for distribution to the National Board. CAP EX would also tally the votes and make a report back to the members of the National Board.

REGULATIONS AND FORMS AFFECTED:

Section C – Booklets, *Constitution and Bylaws of the Civil Air Patrol*.

NATIONAL BOARD ACTION:

COL WILLIAM CHARLES/GLR moved, COL DENNIS MANZANARES/NM seconded a motion to adopt the language of this item as presented.

MOTION DEFEATED.

SECTION 24A

VOTING ON PROPOSALS OTHER THAN AT A NATIONAL BOARD MEETING

24A.1 Any action required or permitted to be taken by the National Board at a regular or special meeting may be taken without a meeting in the following manner:

a. Any National Board member may initiate a Notice of Proposed CAP National Board Action by sending such a proposal to all National Board members.

b. Upon receipt of or upon notice that a Notice of Proposed CAP National Board Action has been initiated, National Board members shall direct any discussion or responses they may have to the proposal to all National Board members.

c. Consent in writing setting forth the action to be taken must be concurred in by at least the number of National Board members that would be necessary to authorize or take the action at a meeting at which all National Board members entitled to vote thereon were present and voted. If such consent in writing is not received by the end of the fifteenth calendar day from the date of the proposed action, the proposed action shall be deemed disapproved.

d. The National Board member that has initiated a Notice of Proposed CAP National Board Action or discussion on such proposal or consent in writing to such a proposal shall send such notice, discussion or consent by facsimile or electronic mail (e-mail) or by U.S. mail or other personal delivery service to all National Board members. In doing so, National Board members shall use the information in the most current published edition of the Civil Air Patrol and CAP-USAF Key Personnel Directory. If a more current facsimile number or e-mail or postal address has been provided to a National Board member, then that current information shall be utilized where applicable.

e. If a sufficient number of National Board members have extended their consent in writing to the proposed action, the CAP corporate secretary shall send immediate notice of the approved action to all National Board members in a manner outlined in paragraph "d" above. Any alleged irregularities regarding the notice requirements in paragraph "d" are deemed waived if not raised by a National Board member by a written objection submitted to all National Board members within fifteen calendar days of the corporate secretary's notice of the approved action. Notice of such written objection shall not negate the approved action but may form the basis of the National Board reconsidering its adoption of the proposal.

AGENDA ITEM 12

GC-10-0899

Action

**SUBJECT: Propose Changes to Constitution & Bylaws
CA Wg CC/Col Brammer**

INFORMATION BACKGROUND:

Our recent victory in Congress only means that we won the battle not the war. Many of us are firm in our belief that if we, as the National Board, do not affect change in the way CAP governs itself, then the Air Force, Congress or the GAO will force changes that we may not want. During the last National Board in Dallas, we were unable to affect changes to the Constitution and Bylaws because of the 30-day notification requirement. I am proposing that the following agenda items be added to the August National Board Agenda, and that you all are notified of the changes that I have proposed to the Constitution and Bylaws as required in Article XVII, Amendment of the Constitution. These agenda items will streamline the governance of CAP and afford more civilian over-site in the management of Civil Air Patrol.

PROPOSED NATIONAL BOARD ACTION:

I propose that we make changes to the Constitution and Bylaws as follows:

Change Article IX, The National Executive Committee, paragraph 2 to read:

2. The 12 members of the National Executive Committee shall be as follows:
 - a. The National Commander
 - b. The National Vice Commander
 - c. The National Chief of Staff
 - d. The National Controller
 - e. The National Executive Director
 - f. The CAP-USAF Commander
 - g. Member of the Senate (Appointed by the Senate Majority Leader)
 - h. Member of the House of Representatives (Appointed by the Speaker of the House)
 - i. CAP member designated by current National Board
 - j. CAP member designated by current National Board
 - k. Director of FEMA or appointed representative
 - l. Representative of the AOPA

Change Article XI, Selection of Corporate Officers, paragraph 1a to read:

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- a. The National Commander, National Vice Commander and the National Chief of Staff, shall be nominated and elected as provided in the Bylaws. Prior or current service as a member of the National Board is required for nominations or election to the positions of National Commander, National Vice Commander and the National Chief of Staff.

Change Article XI, Selection of Corporate Officers, paragraph 1d to read:

- d. The National Controller, National Legal Officer and the National Finance Officer shall be appointed by the National Commander, subject to confirmation by a majority of those voting at the current or next National Board meeting.

Change Article XII, Term of Office, paragraph 1b to read:

- b. The National Vice Commander shall serve a single, three-year term of office and shall not be eligible for reelection to that office. The term shall commence at the close of the general membership National Board meeting at which elected, and conclude at the close of the third general membership National Board meeting thereafter.

To meet the requirement of a staggered election, it may be necessary to extend the term of the current elected National Vice Commander for one additional year to start the cycle.

Change Article XII, Term of Office, paragraph 1c to read:

- c. The National Chief of Staff shall serve a single, three-year term of office and shall not be eligible for reelection to that office. The term shall commence at the close of the general membership National Board meeting at which elected, and conclude at the close of the third general membership National Board meeting thereafter.

To meet the requirement of a staggered election, it may be necessary to extend the term of the current appointed National Chief of Staff for one additional year to start the cycle.

Change Article XII, Term of Office, add paragraph 1i to read:

- i. The Secretary of the Air Force or appointee, Air Force Chief of Staff or appointee, 3-4 Star General with business ties, CAP-USAF Commander, Representative of the Senate, Representative of the House of Representatives, Representative of the AOPA shall serve a term concurrent with that of their appointer.

Change Article XIII, Corporate Officer Suspension and Removal, paragraph 1 to read:

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1. The National Commander, National Vice Commander and the National Chief of Staff may be removed from office only by a two-thirds vote of National Board members attending a meeting of the National Board.

Change Bylaws Section 11, National Commander, paragraph 11.1d to read:

- d. Appoint the National Legal Officer, the National Finance Officer, and the National Controller and, in the event of a vacancy, shall appoint a replacement to serve until confirmed at the current or next National Board meeting.

Change Bylaws Section 11, National Commander, paragraph 11.1e to read:

- e. Have the authority to suspend and remove region commanders, the National Legal Officer, the National Finance Officer and the National Controller subject to the right of appeal;

ESTIMATED FUNDING IMPACT:

HO STAFF COMMENTS:

REGULATIONS AND FORMS AFFECTED:

Section C—Booklets, *Constitution and Bylaws of the Civil Air Patrol*.

NATIONAL BOARD ACTION:

COL WILLIAM CHARLES/GLR moved, COL MICHAEL PANNONE/PACR seconded the motion to table this item until old business is discussed.

MOTION CARRIED.

At the conclusion of Executive Session on Friday, 13 August 1999

COL BRYON BRAMMER/CA moved, COL JEANETTE LAWSON/MO seconded the motion that this agenda item be removed from old business and brought to the table for discussion.

COL BRYON BRAMMER/CA moved, COL VIRGINIA THOMPSON/OR seconded the motion that this item be presented to the Constitution and Bylaws Committee, through the National Commander, for consideration.

MOTION CARRIED.

AGENDA ITEM 13

GC-11-0899

Action

**SUBJECT: Additions to CAP Constitution & Bylaws
CA Wg CC/Col Brammer**

INFORMATION BACKGROUND:

During the last National Board in Dallas, we were unable to affect changes to the Constitution and Bylaws because of the 30-day notification requirement. I am proposing that the following agenda items be added to the August National Board Agenda, and that you all are notified of the changes that I have proposed to the Constitution and Bylaws as required in Article XVII, Amendment of the Constitution. These agenda items will streamline the governance of CAP and afford more civilian over-site in the management of Civil Air Patrol.

PROPOSED NATIONAL BOARD ACTION:

I propose that we make the following additions to the Constitution and Bylaws:

1. The National Board shall authorize the Secretary of the Air Force to appoint a Director of Safety who reports directly to the Secretary and the National Commander on issues of Safety. Changes in procedures or operations, must have the approval of the National Executive Committee or the National Board, whichever is appropriate.
2. The National Board shall authorize the Secretary of the Air Force to appoint an Inspector General who reports directly to the Secretary and the National Commander on issues of complaints.
3. The Secretary of the Air Force shall be authorized to remove the National Commander for cause as defined in the Constitution and Bylaws pending investigation and substantiation of the cause.

ESTIMATED FUNDING IMPACT:

HQ STAFF COMMENTS:

REGULATIONS AND FORMS AFFECTED:

Section C—Booklets, *Constitution and Bylaws of the Civil Air Patrol*.

NATIONAL BOARD ACTION:

COL BRYON BRAMMER/CA moved, COL MICHAEL PANNONE/PACR seconded the motion to table this item to old business.

MOTION CARRIED.

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At the conclusion of Executive Session on Friday, 13 August 1999

COL BRYON BRAMMER/CA moved, COL JEANETTE LAWSON/MO seconded the motion that this agenda item be removed from old business and brought to the table for discussion.

COL BRYON BRAMMER/CA moved, COL VIRGINIA THOMPSON/OR seconded the motion that this item be presented to the Constitution and Bylaws Committee, through the National Commander, for consideration.

MOTION CARRIED.

AGENDA ITEM 14

GC-12-0899

Action

**SUBJECT: Additions to CAP Constitution & Bylaws
CA Wg CC/Col Brammer**

INFORMATION BACKGROUND:

PROPOSED NATIONAL BOARD ACTION:

I propose that we make the following additions to the Constitution and Bylaws:

4. Change the name of the National Headquarters to reflect its administration nature.

No suggestion.

ESTIMATED FUNDING IMPACT:

HQ STAFF COMMENTS:

REGULATIONS AND FORMS AFFECTED:

Section C—Booklets, *Constitution and Bylaws of the Civil Air Patrol*.

NATIONAL BOARD ACTION:

COL BRYON BRAMMER/CA moved, COL MICHAEL PANNONE/PACR seconded the motion to table this item to old business.

MOTION CARRIED.

At the conclusion of Executive Session on Friday, 13 August 1999

COL BRYON BRAMMER/CA moved, COL JEANETTE LAWSON/MO seconded the motion that this agenda item be removed from old business and brought to the table for discussion.

COL BRYON BRAMMER/CA moved, COL VIRGINIA THOMPSON/OR seconded the motion that this item be presented to the Constitution and Bylaws Committee, through the National Commander, for consideration.

MOTION CARRIED.

AGENDA ITEM 15

FM-01-0899

Action

**SUBJECT: Reimbursement of Wg CCs NB Expenses
ID Wg CC/Col David Floyd**

INFORMATION BACKGROUND:

I recommend that the National Board reconsider a reasonable reimbursement of wing commander National Board expenses. If we intend to encourage our best CAP volunteers to become future wing commanders, we must act now to relieve the burden in those states, big or small, that have little financial support to cover these expenses. The out-of-pocket expenses are becoming prohibitive with at least two National Boards each year—one in costly Washington, D.C., and another in a relatively expensive location for the summer National Board and Conference.

As we know all too well, most wing commanders already spend thousands of dollars every year to serve CAP. As a result, in some states, it is almost impossible to find a quality volunteer who can afford to serve. Since this motion was originally discussed, many wing commanders have told me privately that they have reconsidered this matter, and now feel it is something that the National Board should deal with head-on.

When this motion was originally brought to the National Board for consideration, it was noted by the HQ financial staff that this would add a line item of approximately \$200,000 to the future budgets of Civil Air Patrol. A figure of \$2,000.00 per wing commander per year would be reasonable. This would amount to a line item of approximately \$104,000.00.

PROPOSED NATIONAL BOARD ACTION:

That the National Board add a line item in FY00 budget and include in the budget every year thereafter for corporate reimbursement of each wing commander's costs of travel, lodging, registration, and meals for the National Board meetings up to a limit of \$2,000 per year each.

ESTIMATED FUNDING IMPACT:

\$104,000.00 per year.

HQ STAFF COMMENTS:

This is not in the proposed FY00 budget. If approved, cuts in other programs will be needed to cover the cost.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION:

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COL DAVID FLOYD/ID moved, COL BILL HIMES/CO seconded the motion that the National Board adopt the action as proposed above.

COL JOHN SCORSINE/WY offered a friendly amendment to defer occurrence of reimbursement to the next generation of WgCCs. Proposed friendly amendment accepted by both COL FLOYD and COL HINES.

MOTION DEFEATED.

AGENDA ITEM 16

FM-02-0899

Action

**SUBJECT: Approval of Fiscal Year 2000 Financial Plan
NFO/Col Kauffman**

INFORMATION BACKGROUND:

In accordance with the *Constitution and Bylaws* of the Civil Air Patrol, Article VIII, the Fiscal Year 2000 Financial Plan is presented to the National Board for approval. Copies of the proposed plan were previously sent under separate cover to all National Board members by National Headquarters Financial Management.

PROPOSED NATIONAL BOARD ACTION:

The National Board approve the FY00 Financial Plan as presented.

ESTIMATED FUNDING IMPACT:

See FY00 Financial Plan (Attachment 2).

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION:

COL RICHARD BOWLING/CV moved, COL JOE MEIGHAN, JR./SER seconded the motion to approve the FY00 budget as amended to the National Board.

COL LARRY KAUFFMAN/NLO reiterated approval of \$20,000 IG School funds for the first year and the permanent addition of a line item for \$4,500 each year thereafter.

Dept 075, RGN Chap Staff College, misprint will be adjusted from \$8,000 to \$28,000.

COL DENNIS MANZANARES/NM moved, and COL KEVIN SLIWINSKI/MN seconded the motion to table the item until income statement is made available.

MOTION TO TABLE WAS DEFEATED.

ORIGINAL MOTION TO ADOPT CARRIED.

AGENDA ITEM 17

Action

SUBJECT: Additional Old Business

1. ITEM. FY99 Communications Program Procurement

At the May 1999 NEC, Col Hartman introduced an agenda item during new business concerning communications equipment purchases. Brig Gen Bobick expressed concern that the HQ staff did not have a chance to staff Col Hartman's proposal. Gen Bobick requested that the staff be given a chance to examine the proposed agenda item and that it be brought back to the National Board at a latter date. Following is the agenda item proposed at the May 99 NEC:

Title: FY1999 Communications Program Procurement

OPR: DOK

Type: Action

Background: The Communications Strategic Plan approved by the NEC in 1998 addresses communications system procurements beginning in 1999. Due to the NTIA conversion issue facing CAP, NHQ/DOK proposes to begin procurement of VHF-FM assets using the FY1999 3080 Appropriation. Unfortunately, due to market instability, there are no reasonably priced VHF-FM mobile radios that meet the NTIA technical specifications. This market instability makes purchasing VHF-FM assets this year very risky and expensive. It is expected that market forces will cause this factor to change over the next 6-18 months.

Recommendation: Due to market instability in the VHF-FM area, NHQ/DOK be directed to purchase such number of Motorola MICOM-2 HF transceivers, power supplies and B&W 1.8-30 Broad-band antennas, as the FY1999 3080 Procurement appropriation allows. Distribution of the HF systems will be according to the formula developed by NHQ/DO. Further encourage NHQ/DOK to expedite the purchase of the HF radios, power supplies and antennas, so as to ensure the maximum number of systems are deployed NLT 31 October 1999 in preparation for use of HF SSB as a Y2K contingency communications backup resource. Further encourage NHQ/DOK and the recipient wings to develop an implementation plan to ensure that all Micom-2 assets purchased in the FY1997-FY1999 buys are utilized to their fullest potential.

COL GENE HARTMAN/MER moved, COL ROLAND BUTLER/NAT CAP seconded the motion to approve this item with the following amendment:

As there is the expectation that there will be a significant amount of 3400 funds available during the end of year process, recommend the National Board earmark 400K of end of year funds for purchase of NTIA compliant HF radios and supplies. These will be distributed according to the formula established by NHQ/DO.

MOTION CARRIED.

2. ITEM: May 1999 NEC Item: Marriage and Cadets

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COL JEANETTE LAWSON/MO requested that the agenda item from the May 1999 NEC referencing on Marriage and Cadets be withdrawn. This, after receiving clarification from Col Brown/HQ CAP/DP, that the item was being forwarded to the appropriate committee for review.

AGENDA ITEM 18

Action

SUBJECT: Additional New Business

1. ITEM:

Col Albano/HQ CAP/EX briefed the National Board on the tremendous undertaking of OMB 110 implementation. It was agreed in principle during the Air Force visit to National Headquarters that CAP began the process of OMB 110 implementation. The target date for the OMB 110 implementation is 1 October 2000, which will be the FY01 budget. A Price Waterhouse team was called in to look at headquarters' processes, down to the wing level. There are three phases of the plan that must be reviewed (1) control and compliance, (2) requirements and development, and (3) cooperative agreement format. This assessment and others will have a significant cost associated with them. It is prudent that we move forward, as a letter was received stating the Air Force General Counsel will proceed with development of cooperative agreement over the next several weeks. The 15% restriction on National Headquarters' overhead expenditures has diminished funds for this implementation, so other means of supporting this project have been evaluated. There is an excess amount of Cadet Flight Orientation funds remaining in this fiscal year budget with little chance of being used in the remaining weeks of the fiscal year. Col Albano requested that approximately \$75,000 of these orientation funds be used to begin the Price Waterhouse process. On 1 October 1999, when new federal funding becomes available, HQ will use those funds to support the process. Approval has already been given in this situation, and all other alternatives have been reviewed.

Gen Bobick ask the National Board for the approval to continue as outlined. The National Board agreed to continue with the plan as outlined by Col Albano.

2. ITEM:

Col Parkhurst/CAP-USAF CC briefed on CAFÉ (Compliance Inspection) restriction. The 3-year cycle will be completed. But, until current obstructions are removed, the inspection schedule will be placed on hold possibly until the summer of next year.

3. ITEM:

Col Parkhurst/CAP-USAF CC complimented CAP on the completion of the aircraft fleet study. However, he expressed his disappointment in the lack of cooperation to complete the vehicle study. This issue will be raised during OMB 110 implementation discussions.

4. ITEM:

Col Parkhurst/CAP-USAF CC elaborated on the on-going discussions of CAP volunteers driving Air Force vehicles. The final decision from higher headquarters was that CAP volunteers are no longer authorized to drive Air Force vehicles. However, USAF Reservists

or Air National Guard members, in Air Force uniform in compliance with regulation, may drive vehicles for CAP functions. (Not as CAP members)

5. ITEM:

Col Parkhurst/CAP-USAF CC, in preparation for OMB implementation, will begin procedures to eliminate the dual-headed function of the HQ CAP Logistics Branch. He will push for the LG transition to CAP during the next year.

6. ITEM:

Col David McGinley, Oklahoma, presented a general briefing on weather issues.

COL SHELIA WALDORF/NCR moved, COL JEAN DESMARAIS/RI seconded the motion that the Weather School be added as an additional CAP summer activity. Further, since the budget has been approved, request was made that \$2,000 be taken from the contingency fund to finance this project.

MOTION CARRIED.

Brig Gen Bobick dismissed participants of the audience, and the National Board moved into Executive Session at on Friday, 13 August, 1999 at 11:50 a.m.

Brig Gen James C. Bobick reconvened the National Board to open session on Friday, 13 August, 1999 at 1:40 p.m.

Motion carried as presented from the floor by Col Richard Bowling/CV and seconded by Col Bryon Brammer/CA, to keep in place for the term of one year the sitting officers occupying the Executive Officer positions of National Chief of Staff (COS), National Finance Officer (NFO), National Legal Officer (NLO) and National Controller (NC).

The National Board business session was concluded on 13 August 1999 at 2:00 p.m.